

FAA Guidance on Conduct and Discipline (COP)

COURSE NUMBER **FAA01232**

For information about this course, contact:
 FAA Program Manager: Shepherd Curl
 (386) 446-7132

DESCRIPTION AND LEARNING STRATEGY

FAA Personnel Reform and other Agency initiatives have resulted in new procedures for the management of employee conduct and discipline. It is often difficult for supervisors to stay abreast of the most current orders, the appropriate forms, and the right procedures. This workshop introduces participants to the latest documents and orders associated with these tasks. Participants will become familiar with selected Personnel Reform Implementation Bulletins (PRIBs), the most current Supervisors Handbook, and the most current FAA orders associated with conduct and performance.

The simulation used in this workshop requires participants to document performance and conduct, award monetary and time off awards, monitor conduct, and determine appropriate discipline. Instructors will clarify information based upon questions which arise during the simulation. This simulation activity has proven very successful with supervisors and others responsible for managing employee performance and conduct.

OBJECTIVES

- Determine appropriate actions in response to conduct and performance issues.
- Effectively document employee performance and conduct and issues.
- Cite and clarify applicable sections of the Supervisors Handbook, Personnel Reform Implementation Bulletins, and FAA Orders.

KEY COMPETENCIES

- Building Alliances
- Building Teamwork and Cooperation
- Integrity and Honesty

This course may be customized for non-FAA organizations in a **fee-for-service delivery**. Call **(386) 446-7132** to discuss options.

CLASS SIZE

24 participants

LENGTH 4 hours

(Class times may vary)

LOCATION

Customer site or
 FAA Center for
 Management and
 Executive Leadership
 Palm Coast, Florida

UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

WHO SHOULD ATTEND

Agency employees responsible for handling employee conduct and discipline issues

ENROLLMENT

To arrange a **fee-for-service delivery**, call Shep Curl at (386) 446-7132.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Labor Management
 Relations
 (FAA01205)
 Managing Change
 (FAA01306)
 Systems Thinking
 (FAA01277)